

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**CHIEF ASSISTANT CITY ATTORNEY**

**FLSA STATUS:**

Exempt

**CLASS SUMMARY:**

The Chief Assistant City Attorney is the fourth level in a five level Attorney series. Incumbents are responsible for participating in the planning, management, oversight, and direction of the operations and services of the Office and for supervising other attorneys. The incumbent functions as assistant department director and acts in the absence of the City Attorney. The incumbent performs the most complex legal duties, involving the handling of civil and criminal law matters including the preparation and presentation of cases, drafting of resolutions and documents, and the preparation of legal opinions. The incumbent is expected to use professional judgment, independence and skill in the performance of duties. Incumbents provide legal advice, recommendations, and services to City departments, Boards and Commissions. Incumbents may provide research support to internal or external counsel.

The Chief Assistant City Attorney is distinguished from the Assistant City Attorney by its responsibility for supervising Assistant City Attorneys, functioning as assistant department director and acting in the absence of the City Attorney. The Chief Assistant City Attorney is distinguished from the City Attorney, who serves as chief legal advisor to the city government.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

- |    |  |                 |
|----|--|-----------------|
| 1. | Supervises legal staff to include: prioritizing and assigning work; coaching; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.   | Daily<br>15-30% |
| 2. | Supervises the daily operations in assigned administrative support area, which includes: planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans, participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards. | Daily<br>15-30% |
| 3. | Manages the daily department operations and activities, which includes: assisting in planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards.     | Daily<br>20%    |

# FRESNO, CALIFORNIA

## CLASS SPECIFICATION

### CHIEF ASSISTANT CITY ATTORNEY

<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE-QUENCY</u></b>
4.	Performs complex legal research and prepares and presents the formal legal opinions to the Mayor, City Council, City Manager, management, Agencies, Boards, Commissions, and City offices.	Daily 10-20%
5.	Drafts complex ordinances, resolutions, contracts, motions, pleadings, discovery plans, and other legal documents.	Daily 10%
6.	Monitors new developments regarding court decisions, administrative decisions, legislation, and problems pertaining to local government laws.	Daily 5%
7.	Participates in preparing and administering the department budget, including preparing cost estimates for budget recommendations and monitoring project expenditures.	Weekly 10%
8.	Investigates the more serious claims and complaints by or against the City; recommends action and takes appropriate action; determines the propriety of major actions under the City Charter, State Constitution, and State and Federal law.	Weekly 5%
9.	Prepares cases for trial and may serve as a trial lawyer for the City before County, State, and Federal courts at all levels; takes dispositions, prepares briefs and pleadings, and supervises necessary investigations.	Monthly 10%
10.	Represents the City in civil lawsuits, preparing and presenting cases in appellate courts; provides specialized services to the City and coordinates activities with other City officials, departments, outside agencies, and organizations; appeals adverse judgments to higher courts when authorized by City Council.	Monthly 5%
11.	Performs other duties of a similar nature or level.	As Required

**Training and Experience** (positions in this class typically require):

- Juris Doctorate degree and five years of broad and extensive professional experience in the practice of law, including municipal law; business transactions; and civil, criminal and/or appellate trial practice; preferably in public law office, are required.
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Other experience may be substituted at the discretion of the City Attorney.

# **FRESNO, CALIFORNIA**

## **CLASS SPECIFICATION**

### **CHIEF ASSISTANT CITY ATTORNEY**

---

#### **Licensing Requirements** (positions in this class typically require):

Licensing Requirements:

- Membership in the Bar

Some positions, based on assignment, may require:

- Basic Class C License

#### **Knowledge** (position requirements at entry):

Extensive knowledge of:

- Legal administrative principles and procedures regarding court defenses, civil, criminal, legislative and judicial procedures, including rules of pleading, evidence and practice
- Methods of legal research, established precedents and sources of legal reference applicable to municipal activities
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Legal limitations on the authority of various City departments and enforcement and procedural problems
- Supervisory principles and practices
- Budget administration principles and practices
- Program development and administration principles and practices
- Community and public relations principles and practices
- Legal precedents, court decisions and legal developments relating to or impacting legal areas to which assigned

# **FRESNO, CALIFORNIA**

## **CLASS SPECIFICATION**

### **CHIEF ASSISTANT CITY ATTORNEY**

---

#### **Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritizing and assigning work; detail oriented and ability to multi-task
- Researching and interpreting the Municipal Code, Administrative Orders, laws, regulations, policies, procedures, legal and financial information, and program objectives and goals
- Analyzing and preparing a wide variety of varied and complex legal documents
- Using computers and applicable software applications
- Drafting persuasive pleadings
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Defining legal issues, collecting and analyzing information, and recommending appropriate action
- Representing the City in a wide variety of judicial and administrative proceedings and presenting statements of law, fact and argument clearly and logically
- Preparing and trying civil law cases before State and Federal courts;
- Drafting and analyzing complex legal documents and legal opinions; ability to undertake and carry through assigned projects on own initiative with minimum supervision and direction
- Facilitating meetings and negotiations
- Preparing and presenting clear and persuasive oral arguments before State courts, Federal, courts, appellate courts, and administrative and legislative bodies;
- Exercising independent judgment within general policy guidelines and operating parameters
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Dealing diplomatically and effectively with public officials, fellow employees and the public
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

#### **Physical Requirements:**

Positions in the class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing and talking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**CHIEF ASSISTANT CITY ATTORNEY**

---

**Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008